

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 31 January 1951

FROM : Comptroller

SUBJECT: Additional T/O Positions and/or Changes in Position Grades

1. This office has received personnel actions (Form 50's) on the following persons for which there are no positions at the proper grades on the respective office T/O's into which they can be placed:

NATIONAL ESTIMATES

Intelligence Officer, GS-18,
National Estimates Board

Sherman Kent, Member of National Estimates Board, GS-18

OPC

Frank G. Wisner, Asst. Director, Promotion from GS-17 to GS-18

Medical Office

John R. Tietjen, Chief, Medical Staff, Promotion from GS-15 to GS-16

Director's Office

Lyman B. Kirkpatrick, Executive Assistant, Promotion from GS-16 to GS-17

Administrative Assistant, Promotion from GS-15 to GS-16

Jr., Intelligence Assistant, Promotion from GS-15 to GS-16

Administrative Assistant, Promotion from GS-7 to GS-9.

2. In the Director's Office either can actually encumber the 16 slot vacated by Mr. Kirkpatrick.

3. It will be appreciated if you will amend T/O's of these offices in order that the above persons may be placed in proper slots and cost figures can be maintained accurately.

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